



# **AWARDS PROCEDURES**

  

# **AIR FORCE ASSOCIATION**

  

# **(FLORIDA)**

**March 1, 2010**

**Submitted by:**

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**AFA (Florida) Executive Vice President**

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## **YOUR AWARDS PROGRAM IS THE WORK OF FREEDOM**

Volunteer  
Assemble  
Lead  
Organize  
Recognize

Your local awards program is your best recognition mechanism and the foundation of all AFA Florida and National recognition programs. Organized thoughtfully and skillfully, your awards program also supports recruiting new members, advocating our beliefs in the community, rallying community leaders to Airpower, and educating the public on who we are and the principles upon which we stand. Therefore, your time and effort developing your awards program is significant value added to your volunteer organization.

*"Just remember...if we don't do it... who will?"*

### **RECOGNITION**

We reward our volunteers by recognizing their service, sacrifice, and valor so be generous! Do not be frivolous or trivial...be thoughtful. An active recognition program is a powerful mechanism to sustain and grow your volunteer force. Ideally, everyone in a free society contributes time and effort to spread the ideals of liberty. These ideals are the foundation of the American way of life. Not only can we reinforce volunteer behavior with active awards programs, but recognition is also a powerful technique to advertise our beliefs and recruit new volunteers to the work of freedom.

### **REACH OUT**

Do not limit your awards program to AFA members. Use your awards program to reach outside our Association to recognize and reward leaders and citizens in your community that display the service, sacrifice, and valor we value most. A limitation of our Association is that practically all our communications are internal and speak only to existing members. Without alienating our members, we need to reach beyond them and rally everyone to airpower, a strong national defense, and freedom.

Publish your awards program highlights and recipients in local newspapers, radio, television, and at your web site. Many media outlets have free community services that



will broadcast your work and even qualify your award recipients for other recognition programs. That is why it is valuable to capture your awards program on film or electronic media for these outlets and internal media distribution.

Be innovative and enhance your conventional awards presentations with local culture and guest presenters.

### **KEEP IT SUPER SIMPLE (KISS)**

Keep your awards simple. It is easy when you follow the formats prescribed here. Each award should make one powerful statement that captures the spirit of the award and relates it to the recipient. We do not need pages of justification to qualify someone for recognition. Even nominations for competitive awards should be kept simple addressing the awards criteria. Pounds of paperwork do not equal service, sacrifice, and valor.

### **SCOPE OF THIS DOCUMENT**

This document provides standard procedures and tools for our Florida chapters to better organize our state-wide awards programs and submission to AFA Headquarters. Procedures have not changed significantly from those in 2009. This document includes processes, schedules, formats, tools, and file conventions for submitting electronic versions.

### **AUTHORITY**

The AFA Florida Executive Vice President is the office of primary responsibility for awards program administration. The Florida President has appointed and empowered the Executive Vice President to organize and coordinate nominations for Florida State recognition for the State President's review and approval. All nominations for state awards must be transmitted to:

Mike Emig  
AFA Florida Executive Vice President  
5928 SW 59<sup>TH</sup> LANE  
Ocala, FL 34474  
Electronic mail: Xtoothman@aol.com



**2010SCHEDULE OF AWARDS MILESTONES**

You may submit awards at any time. The schedule is flexible. Your Florida leaders are here to work with you to ensure your local recognition program is a complete success. You do not work for us...we work for you! The following figure provides the awards schedule to support Chapter awards planning.

FIGURE 1: Florida Awards Planning Schedule...2010

NOMINATION	AREA VP	FL EXECUTIVE VICE PRES.	FLORIDA PRESIDENT	AFA HQS
Florida Unit	March 31, 2010	April 15, 2010	N/A	N/A
Florida Individual	March 31, 2010	April 15, 2010	N/A	N/A
State Teacher of the Year	March 31, 2010	April 15, 2010	N/A	N/A
National Unit	(Courtesy Copy)	(Courtesy Copy)	April 15, 2010	May 16, 2010*
National Individual	(Courtesy Copy)	(Courtesy Copy)	April 15, 2010	May 16, 2010 *
National Teacher Award			May 15, 2010	May 30, 2010*
Order State Awards			May 7, 2010	
Florida State Convention			July 10, 2010	
National Convention				Sept. 11, 2010

\*Determined by National Awards Committee

**REFERENCES**

National award information is described in the Field Operations Guidebook (FOG), Chapter 15, available for download in Adobe Acrobat format at the <http://www.afa.org/members/library.asp#books> World Wide Web site. All National award nominations must be submitted to the AFA Florida President for endorsement not later than April 15, 2010. Please include the Area Vice President and AFA Florida Executive VP as a courtesy copy addressee on each nomination. The National award nomination form is attachment 4 and may also be obtained from the AFA World Wide Web site at <http://www.afa.org/members/library.asp#planning>.

We have enclosed a list of recommended chapter awards. We encourage chapter leaders to update their awards portfolio from this list. Each chapter should develop and operate an annual awards program to recognize members, community leaders, industry, students, and teachers for their service and achievements.



## **AWARDS PROCESS**

The awards process is based upon planning at the chapter level and progresses to Florida and National levels in series according to the schedule in Figure 1 above.

The first step in the planning process is to identify the awards that the chapter will either present locally or submit for consideration at the State and National levels.

## **PRESENTATION SCHEDULE**

All AFA Florida awards will be presented at the State Convention July 10, 2010 in Ft. Lauderdale.

All National unit and individual awards are presented at the AFA Field Awards Dinner, Saturday, September 11, 2010 in Washington DC.

Awards not presented at the State or National conventions may be presented locally at any time.

## **SUBMISSION**

The AFA Florida unit and individual awards must be submitted electronically using the AFA Florida nomination form at attachment 1. Each nomination must be endorsed by the chapter president. The chapter president forwards AFA Florida unit and individual award nominations to the Area VP by March 31, 2010. The Area VP reviews nominations, adds their endorsement, and forwards these endorsed nominations to the AFA Florida Executive Vice President by April 15, 2010. The AFA Florida Executive Vice President distributes these nominations to the members of the AFA Florida Awards Committee with instructions to finalize award evaluations by May 1, 2010. The Executive Vice President will submit the awards recommendation to the State President by May 7, 2010.

Nominations for National awards must follow these same procedures except that chapter presidents should forward all nominations directly to the AFA Florida President and send information copies to the appropriate Area Vice President, and AFA Florida Executive Vice President, to arrive by April 15, 2010.



## ELECTRONIC FILE CONVENTIONS

We prefer electronic submissions in Microsoft Word format (e.g., \*.doc). When saving your award nominations, please use a standard file naming convention for each award. Please break your files up into four categories:

FIGURE 2: Individual Awards Summary and File Conventions

AWARD	FLORIDA	NATIONAL
Special Citation (SC)	FLSC	NATSC
Sustained Service Citation (SSC)	FLSSC	
Exceptional Service Citation (ESC)	FLESC	
Chapter Member of the Year (MoY)	FLChMoY	
Florida Member of the Year (FLMoY)	FLMoY	
President's Member of the Year (FLMoY)		NATMoY
Teacher of the Year (ToY)	FLToY	
AFROTC Cadet of the Year (CoY)	FLCoY	
AFJROTC Cadet of the Year (JCoY)	FLJCoY	
Kitty Hawk AS Cadet of the Year (KHASCoY)	FLKHASCoY	
Presidential Citation (PC)	FLPC	NATPC
General Lewis H. Brereton Award (LBA)	FLLBA	
Jerry Waterman Award (JWA)	FLJWA	
Exceptional Service (ES)		NATES
Medal of Merit (MM)		NATMM
Storz (ST)		NATST
National Teacher Award (NTA)		NATNTA

FIGURE 3: Unit Awards Summary and File Conventions

AWARD	FLORIDA	NATIONAL
Donald W. Steele (UoY)		NATUoY
Chapter of the Year (Size)	FLChoY	NATChoY
Aerospace Education (AE)	FLAE	
Best Single Program (BSP)	FLBSP	NATBSP
Communications (Com)	FLCOM	NATCOM
Community Relations (CR)	FLCR	NATCR
Overall Programming (OP)	FLOP	NATOP
Veterans Affairs (VA)	FLVA	NATVA
Outstanding State Organization (OSO)		NATOSO

State and AFA HQs will be receiving many of these awards and it will be most helpful if you include the submitting chapter number, the title (acronym) of the award, the year it is submitted, and the individual's name, as appropriate.



Some examples are provided for your consideration.

- 398FLChMoY10Hess.doc = The Hurlburt Chapter submits Mr. Hess for Florida Chapter Member of the Year in 2010.
- 136NATMoM10Smith.doc = The Red Tail Memorial Chapter submits Mr. John Smith for the National Medal of Merit in2010.
- 303FLOCoYELg10.doc = The Central Florida Chapter submits itself for the Florida Outstanding Chapter of the Year in 2010Extra Large category.
- 397NATESACOM10.doc = The McCarthy Chapter submits themselves for a National Exceptional Service Award in2010, a unit award, in the Communications category.

**CHAPTER SIZE CATEGORIES**

- Small (S) = 20 - 200
- Medium (M) = 201 - 400
- Large (Lg) = 401 - 900
- Extra Large (ELg) = over 900

Figure 4: Florida Chapter Size Comparison and Summary

NUMBER	CHAPTER	MEMBERS*	SIZE	AREA	AREA VP
419	Col. H. M. Bud West	308	Medium	NW	E. Grady Jordan
173	Florida Highlands	297	Medium	CE	Bill Yucuis
397	Gen. James R. McCarthy	394	Medium	NE	Larry Belge
136	Red Tail Memorial	460	Large	NE	Larry Belge
355	Col. Loren D. Evenson	446	Large	NW	E. Grady Jordan
399	Falcon	500	Large	NE	Larry Belge
317	Miami-Homestead	521	Large	SE	Fran Shaw
398	Hurlburt	837	Large	NW	E. Grady Jordan
421	Gen. Nathan F. Twining	613	Large	CW	Bob Cutler
351	Gold Coast	670	Large	SE	Fran Shaw
309	Cape Canaveral	1052	Extra Large	CE	Bill Yucuis
316	Jerry Waterman	1114	Extra Large	CW	Bob Cutler
365	Eglin	1294	Extra Large	NW	E. Grady Jordan
303	Central Florida	1372	Extra Large	CE	Bill Yucuis

\*As of January 31, 2010

**FLORIDA AWARDS COMMITTEE**



The Florida Awards Committee shall consist of the Executive Vice President (Chairman) and one representative from each of the five Areas (e.g., Northwest, Northeast, Central East, Central West, and Southeast). These members shall be nominated by the Area VP and should come from the chapter Executive Council or general membership but should not be the current chapter president.

The Florida Awards Committee shall review all Florida Award nomination forms and justification to produce a list of recommendations for awards to the State President. The selection will take place in a timely manner, to ensure that the announcement of those selected for awards, is included in the "Spirit" and Florida convention program.

## **REVISIONS**

Changes to this procedure should be submitted to the Florida Executive Vice President Mike Emig.



## ATTACHMENT 1: FLORIDA AWARDS PROGRAM

The Florida awards program is based primarily on award nominations by Chapter leaders and supports the National awards program. National award information is described in the Field Operations Guidebook (FOG), Chapter 15, at <http://www.afa.org/members/library.asp#book>.

### I. UNIT AWARDS

A. OUTSTANDING CHAPTER (FLChoY) - (SMALL {20-200}, MEDIUM {201-400}, LARGE {401-900}, EXTRA LARGE {over 900}) - (PLAQUE)

This award is for the outstanding chapter in each of the four size categories. The award criteria is chapter performance in these nine areas: Community Relations, Membership, Aerospace Education, Overall Programming, Community Partner Recruitment, Communications, Veterans Affairs, quality and timeliness of reports, and participation in state and national meetings. Supporting justification for the above activities should be verifiable in quarterly reports, minutes of meetings, and individual and committee documentation. Outstanding chapters are selected because of distinguished performance in the categories for "Exceptional Service Awards" and therefore might not be recognized again in the individual categories. The Florida President shall present these awards at the State Convention, Saturday July 10, 2010 in Ft. Lauderdale.

B. EXCEPTIONAL SERVICE AWARD (FL) - (PLAQUE)

These awards are for excellence in each of the following six categories: Aerospace Education (AE), Best Single Program (BSP), Communications (COM), Community Relations (CR), Overall Programming (OP), and Veterans Affairs (VA). A chapter can win more than one of these awards in any given year. Chapter size is not a selection criteria. The Florida President shall present these awards at the State Convention, Saturday July 10, 2010 in Ft. Lauderdale.



II. STATE INDIVIDUAL AWARDS

A. GENERAL LEWIS H. BRERETON AWARD (FLLBA) - (PLAQUE)

This award is for the civilian Florida resident who has made the most outstanding contribution to airpower during the past year or over a multiyear period. Anyone may submit a nominee including Florida chapters and members as well as the aerospace industry, airlines, academia, or public officials. Nominations should include sufficient information regarding the nominee’s contribution to airpower and also biographical and professional profile. AFA membership is not a selection criterion. The Florida President shall present this award at the State Convention, Saturday July 10, 2010 in Ft. Lauderdale.

B. JERRY WATERMAN AWARD (FLJWA) - (PLAQUE)

This award is for an active duty Air Force member who has made the most significant contribution to the Air Force during the past year. Nominations shall be submitted by Florida chapters and members. Nominations must include biographical data, professional profile, and significant material describing the contribution. The nominee should be stationed in or be a resident of Florida during most of the year. AFA membership is not a selection criterion. The Florida President shall present this award at the State Convention, Saturday July 10, 2010 in Ft. Lauderdale.

C. CHAPTER MEMBER OF THE YEAR (FLChMoY) - (CITATION)

This award is for one member from each Florida Chapter nominated by the Chapter President and normally coincides with the local Chapter Member of the Year selection. The Florida President shall present this award at the State Convention, Saturday July 10, 2010 in Ft. Lauderdale.

D. FLORIDA MEMBER OF THE YEAR (FLMoY) - (PLAQUE)

This award is for the AFA Florida member who has made outstanding contributions to the AFA. The contributions must be beyond that normally expected of any office or position held by the nominee. The nominee must demonstrate exceptional initiative and specific achievements during the past year, or over a several year period. Nominations come from AFA chapters and/or members within Florida. The Florida President shall present this award at the State Convention, Saturday July 10, 2010 in Ft. Lauderdale.



E. FLORIDA TEACHER OF THE YEAR (FLToY) - (PLAQUE)

This award is for the Florida educator with the most significant contribution to education. Florida chapters and members may submit nominations as well as academic institutions. Nominees must be a current or past winner of the AFA Chapter Teacher of the Year Award. Nominations must include biographical data, professional profile, and specific contributions to education. AFA membership is not a selection criterion. The Florida President shall present this award at the State Convention, Saturday July 10, 2010 in Ft. Lauderdale. See attachment 4 for specific nomination guidance.

F. PRESIDENTIAL CITATION – (FLPC) - (PLAQUE)

Selected by AFA Florida President Jim Connors, this special award is for the individual(s) who provided outstanding support to AFA Florida during the past year. The Florida President shall present this award at the State Convention, Saturday July 10, 2010 in Ft. Lauderdale.

G. SUSTAINED SERVICE CITATION (FLSSC) - (CERTIFICATE)

This award is for AFA Florida members whose sustained superior service during the past year or multi-year period is the foundation of chapter operations. Recipients shall be announced at the State Convention and the award presented at an appropriate function and, preferably, by an AFA Florida officer. Eligibility is one award per member every three-year period.

H. EXCEPTIONAL SERVICE CITATION (FLESC) - (CERTIFICATE)

This award is for performance that increased Chapter or Florida mission performance. This award is beyond that which would normally be presented by a chapter and for accomplishments that justify statewide recognition. This is the entry-level state award. Recipients shall be announced at the State Convention and the award presented at an appropriate function and, preferably, by an AFA Florida officer.

I. SPECIAL CITATION (FLSC) - (CERTIFICATE)

This award is for an individual or organization, whether an AFA member or not, who has made contributions to further the effectiveness of AFA, the Air Force, or National Defense. Chapters or individuals make recommendations for this award to the State President, who shall be responsible for selection. Recipients shall be announced at the



State Convention and the award presented at an appropriate function and, preferably, by an AFA Florida officer.

J. AFROTC CADET OF THE YEAR (FLCoY)

Nominations for this award shall be provided by the Professor of Aerospace Studies (PAS) at each AFROTC detachment within Florida to the AFA (Florida) AFROTC Liaison on Florida State Award Nomination Form. The AFROTC Liaison will coordinate with the AFJROTC Liaison to form a selection committee of qualified AFJROTC instructors. The AFROTC Liaison will identify to the state awards committee and the PAS of the selected cadet the results in time for the winner's detachment to recognize him or her at a suitable ceremony. The PAS should arrange with the local chapter to have a chapter officer or member present the award at an appropriate AFA or AFROTC function.

K. AFJROTC CADET OF THE YEAR (FLJCoY)

The Senior Aerospace Science Instructor (SASI) at each of the AFJROTC units within Florida shall provide nominations for this award to the AFJROTC Liaison, who will coordinate with the AFROTC Liaison to form a selection committee. The AFJROTC Liaison will identify to the state awards committee and the SASI of the selected cadet the results in time for the winner's unit to recognize him or her at a suitable ceremony. The SASI should arrange with the local chapter to have a chapter officer or member present the award at an appropriate AFA or AFJROTC function.

L. KITTY HAWK AIR SOCIETY CADET OF THE YEAR (FLKHASCoY)

The SASI at each of the AFJROTC units within Florida shall provide nominations for this award to the AFJROTC Liaison. Each nominee must be an active member of the nominating officer's AFJROTC unit and of Kitty Hawk Air Society. The AFJROTC Liaison is responsible for final determination of the winner and production and presentation of the award.



AIR FORCE ASSOCIATION (FLORIDA)

AWARD NOMINATION FORM

AWARD:

NOMINEE'S NAME:

NOMINEE'S ADDRESS, INCLUDING ZIP CODE:

NOMINATED BY:

CHAPTER (Name & Number):

CHAPTER PRESIDENT ENDORSEMENT:

DATE:

AREA VP ENDORSEMENT:

DATE:

PRIOR AFA NATIONAL AWARDS:

PRIOR AFA STATE AWARDS:

JUSTIFICATION: (See below or attach separate document.)

## ATTACHMENT 2: NATIONAL AWARDS PROGRAM

## I. NATIONAL ACTIVITY AWARDS

National Activity Awards shall be in three separate classifications: eligible Air Force Association units; eligible individual AFA members; and eligible individual non-members, Air Force units, aerospace corporations, or private businesses. Authority for approval of award recipients rests with the AFA Awards Committee. The committee is chaired by the Chairman of the Board. Other members are the Vice Chairman of the Board, Field Operations; the Vice Chairman of the Board, Aerospace Education and two past presidents of the Association chosen by the Chairman. Please consult your AFA National Field Operations Guidebook for details.

## II. UNIT AWARDS ELIGIBILITY

To be eligible for AFA National Awards, State Organizations and Chapters must have been chartered at least two years. Chapters that have met all of the chapter Performance Standards for the immediate past four quarters will be given greater consideration than chapters that have not.

## A. UNIT AWARDS

## 1. DONALD W. STEELE SR., MEMORIAL AWARD FOR "UNIT OF THE YEAR" (NATUoY)

AFA's highest unit award. A single such award shall be made to the AFA chapter which has distinguished itself in all fields of the AFA mission -- new member procurement, community relations, aerospace education, overall programming, best single program, and communications -- over and above the service for which Exceptional Service Plaques (Unit) and Membership Achievement Plaques are awarded for such service. Direct nominations for this award will not be accepted. The Awards Committee will select the recipient from among units selected as the outstanding chapter in their respective size categories. The award shall be presented at the AFA Field Awards Dinner in Washington DC.

## 2. OUTSTANDING SMALL (S), MEDIUM (M), LARGE (Lg), AND EXTRA-LARGE (ELg) CHAPTER (NATOS/M/Lg/ELg CoY)

A plaque may be presented to the outstanding chapter in each of the following total membership categories: 20 to 200 members; 201 to 400 members; 401 to 900 members;

and over 900 members. Chapters will be judged on their accomplishments in the following fields of the AFA mission – new member procurement, community relations, aerospace education, overall programming, best single program and communications. Because the Unit of the Year winner is selected from one of those chapters already identified as best in their chapter size category, unless otherwise directed by the National Awards Committee, only three such awards will be made each year, one to the outstanding chapter in each of the three remaining size categories. The award shall be presented at the AFA Field Awards Dinner in Washington DC.

### 3. EXCEPTIONAL SERVICE AWARD (UNIT) (NATAE, NATBSP, NATCOM, NATCR, NATOP, NATVA)

A plaque may be awarded for outstanding accomplishment in each of the following fields: community relations (CR), overall programming (OP), best single program (BSP), veteran's affairs (VA), and communications (COM). (Each shall have equal distinction, with no precedence.) The awards, not to exceed one per category shall be presented the annual AFA Field Awards Dinner in Washington DC. There will be an additional Exceptional Service Award in the field of Community Partners, with respect to overall chapter membership at the beginning of the membership year. No nomination is necessary. Selection will be made by the National Awards Committee from among the top Community Partner chapters in each chapter size category. The award shall be presented at the annual national convention.

### 4. OUTSTANDING STATE ORGANIZATION (NATOSO)

A plaque may be awarded to the state organization which has distinguished itself in the following areas: overall programming by the state organization and its chapters, including an annual state convention; new member procurement in the state; and communications, including timely submission and quality of activity and financial reports for the state organization and its chapters. The award shall be presented at the annual national convention.

## B. INDIVIDUAL AWARDS

Individuals nominated for these awards must be current members of the Association

### 1. CHAIRMAN'S AWARD FOR "MEMBER OF THE YEAR" (NATMOY)

Shall be awarded to that AFA member who is still active in AFA and whose cumulative AFA achievements in leadership positions in all fields up through the National level

over a period of several years represent distinguished services to AFA. Such services shall be over and above those for which the Chairmen's Citation is awarded. This prestigious individual award shall be presented at the annual national convention.

## 2. CHAIRMAN'S CITATION (NATCC)

Shall be awarded to those individual AFA members whose distinguished contribution to AFA in a specific field has improved and elevated the effectiveness of the Association in a national sense, above and beyond service meriting the Exceptional Service Award or Medal of Merit. No more than ten (10) Presidential Citations will be awarded in any one year. The award shall be presented at the annual national convention.

## 3. EXCEPTIONAL SERVICE AWARD (INDIVIDUAL) (NATES)

Shall be awarded to those individual AFA members who have performed exceptional services for AFA in local, regional or national fields. A specific accomplishment in one or more fields shall determine recipients of this award. For determination purposes by the Awards Committee, consideration shall be given to those who have previously received the Medal of Merit and whose exceptional service has continued from that point. The number of such awards will be limited by the Awards Committee to approximately one half the number of Medals of Merit awarded in each region. Exceptional Service Awards will be forwarded to the president of the recipient's state. It will be that president's responsibility to work with the President for the AFA region in which the recipient resides to arrange an appropriate time and place for the presentation of the award, making every effort to have the presentation made by a National Officer or Director. Exceptional Service Awards will not be presented at the AFA national convention; all will be presented in the field.

## 4. STORZ INDIVIDUAL AWARD (NATST)

Presented annually to the individual AFA member who, in the judgment of the AFA Awards Committee, has done the most to promote AFA membership, over and above that normally expected of an individual, during the most recently completed membership year, and by doing so, has contributed to the effectiveness and betterment of the Association. The award shall be presented at the annual national convention.

## 5. MEDAL OF MERIT (NATMM)

Shall be awarded for exceptional services in local, regional or national fields and shall denote great initiative on the part of the recipient for specific achievements. For

determination purposes, consideration shall be given to those individual AFA members whose achievements are being recognized for the first time. Local recognition of achievement should, in most cases, precede national recognition. In the vast majority of cases, someone who has not received prior national AFA recognition should be considered for the Medal of Merit first. There is no limit to the number of times a Medal of Merit may be awarded to one individual for different periods of accomplishment. In 1985, AFA's Executive Committee approved a recommendation that the approval authority for recipients of Medals of Merit be transferred from the Awards Committee to the respective Region Presidents. A percentage figure of .05%, applied to the March 31 regional membership count or 25% of the total number of active chapters in the region, whichever results in the larger number will determine the maximum number of Medals of Merit (with a minimum of 5) to be awarded to any given region. Region Presidents will be advised of that figure during the month of April each year. They will then approve/reject the nominations received and forward them on to National Headquarters. Their total number of approved Medals of Merit must not exceed the percentage allowed for their respective region. All recipients of Medals of Merit must be AFA members. AFA membership will be verified upon receipt of the approved nomination from the President for the respective region. The initial nomination process and the deadline for receipt (by the Region President) remains the same. Medals of Merit will be forwarded to the president of the recipient's state. It will be that president's responsibility to work with the President for the AFA region in which the recipient resides to arrange an appropriate time and place for the presentation of the award, making every effort to have the presentation made by a National Officer or Director. Medals of Merit will not be presented at the AFA national convention; all will be presented in the field.

Note: Individuals recommended for the above family of awards may work up progressively from the lower to the higher awards; or may be elevated initially to a higher award, based on the merits of the nomination as evaluated by the Awards Committee.

## 6. SPECIAL CITATIONS (NATSC)

May be awarded to those individual AFA members, to non-members, to Air Force or AFA units, to aerospace corporations, or to private businesses whose contribution to national defense, to the Air Force, or to the Air Force Association has improved and elevated their effectiveness. Individual nominations should be for specific, focused contributions to the AFA mission rather than a long period of sustained service. Such contributions should be other than those most appropriately recognized by the Medal of Merit. Air Force units (active, reserve, or guard) should only be nominated for

activity in direct support of AFA. Outstanding Air Force mission accomplishments are recognized by nomination for an AFA award through Air Force channels by Air Force channels by Air Force commanders. Nominations may be made at any time and the award may be presented at any appropriate time and location during the year. Special Citations are not normally within the structure of the awards presented and/or announced during the AFA national convention.

## II. MEMBERSHIP AWARDS

Membership recruitment awards are based on a statistical analysis of the new member recruitment during the membership year. The period of qualification for these awards runs from July 1, 2008 through June 30, 2009. Awards are calculated from the chapter's June 30, 2008 membership total. The baseline for the analysis would be the Chapter's membership strength on June 30, 2008. There are two member recruitment award categories: the Storz Chapter Award and the Jack Gross Award.

### A. NEW MEMBER RECRUITMENT AWARDS

1. Storz Chapter Award - This award is the most prestigious AFA membership award as it is based on both the quantity of new members as well as sustained new member recruitment. The award is given to the chapter with the highest number of NEW members (as a percentage of chapter size at the beginning of the qualification period – July 1) regardless of chapter size category. The chapter must also meet the following criteria:

- The chapter has been chartered for at least three years.
- The number of new members is greater than 25.
- The chapter has met the membership criteria of the Chapter Performance Standards for each of the qualification periods.

2. Jack Gross Award - The Jack Gross Award is a cash award given annually to encourage the recruitment of new members. One award will be given in each of the traditional size categories (plus one for chapters with more than 1,500 members). The award will go to the chapters with the highest number of NEW members as a percentage of chapter size at the beginning of the qualification period – July 1. A minimum of 10 members is required. The monetary awards are as follows:

Small Chapters (20-200)	\$500.00
Medium Chapters (201-400)	\$750.00
Large Chapters (401-900)	\$1,000.00
Extra Large Chapters (901-1499)	\$1,250.00
Chapters Larger than 1,500	\$1,500.00

## B. COMMUNITY PARTNER AWARDS

1. Community Partner Gold Award - This award is given to chapters whose Community Partner total is equal to or greater than 6% of total chapter membership at the beginning of the qualification period (July 1). A minimum of 10 Community Partners is required. There is a flat total of 60 Community Partners for chapters over 1,000 and 90 for chapters over 3,000.
2. Community Partner Achievement Award - This award is given to chapters whose Community Partner total is equal to or greater than 3% of chapter membership at the beginning of the qualification period (July 1). A minimum of 5 Community Partners is required. There is a flat total of 30 Community Partners for chapters larger than 1,000 and 45 for chapters larger than 3,000.
3. Community Partner Exceptional Service Award - This award is given annually to the chapter selected by the National Awards Committee from among the top Community Partner chapters in each size category. Chapters considered are those with the highest number of Community Partners as a percentage of chapter size at the beginning of the qualification period (July 1).

## III. AEROSPACE AWARDS AND CITATIONS OF HONOR

See the Field Operations Guidebook (Chapter 15) for specifics on the following awards.

- A. H.H. ARNOLD AWARD
- B. W. STUART SYMINGTON AWARD
- C. JOHN R. ALISON AWARD
- D. DAVID C. SCHILLING AWARD
- E. THEODORE VON KARMAN AWARD
- F. GILL ROBB WILSON AWARD
- G. HOYT S. VANDENBERG AWARD
- H. CITATIONS OF HONOR

#### IV. AFA AWARDS TO AFROTC, AFJROTC and CAP CADETS

Chapters are encouraged to coordinate with the local PAS, SASI, and CAP squadron commanders to ensure that each unit selects an outstanding cadet to be awarded the National AFA Cadet of the Year Silver/Bronze Medal at an appropriate public ceremony. See the AFA Field Operations Guidebook (Chapter 15) for specifics on these awards.

#### V. AFA AEROSPACE EDUCATION AWARDS

##### A. AFA National Aerospace Teacher of the Year Award

The purpose of the program is to recognize classroom teachers at the national level for their accomplishments and achievements in exciting K-12 students about science and math (STEM) and preparing them to use and contribute to tomorrow's technologies. This is a unique opportunity for AFA to reward special teachers who are furthering excellence and making coming to class an adventure. To be eligible the candidate must be an AFA State Teacher of the Year selected during the most recent past two academic years – June 2007 through May 2009. For further eligibility criteria go to : <http://www.afa.org/aef/aid/ntyasp>.

##### B. Aerospace Education Achievement Award

The AFA Chapters who complete the three Aerospace Education Goals under AFA Strategic Plan Theme 1 (Educate the public about the critical role of aerospace power in the defense of our nation) will receive the Aerospace Education Achievement Award. The 3 aerospace education goals are: 1) Each chapter reach the grassroots (non-choir audiences) through at least one outreach program per year, to include contact/speaking opportunities to service clubs, church groups, chambers of commerce, local newspapers editorial boards, political organizations, etc.; 2) Implement the Teacher of the Year recognition program; and 3) Participate in at least one aerospace education program per year. Chapters wishing to qualify for this award must submit their nomination to the AFA Awards committee by the due date for the submission of National Awards. A nomination form is available in the Field Resources section of the AFA website.

##### C. Aerospace Education Excellence Award

AFA chapters who have met the AE Achievement Award criteria for the current award year are eligible to apply for the AFA Aerospace Excellence Award. One page narrative

submitted by the Chapter explaining why the Chapter's Aerospace Education programs are exceptional. Submissions should be made to the AFA Awards Committee by the due date for the submission of National Awards. AFA National Awards Committee will select the winners. One chapter in each of the AFA size categories, small, medium, large and extra large will be selected each year to receive the Excellence Award. A chapter is not eligible to receive the award for two years in succession in the same chapter size category unless there is no other qualified candidate. At its discretion, the Awards Committee may withhold the award in any size category if there is no qualified candidate. The narrative award nomination is limited to one page.



AFA NATIONAL USE ONLY Membership Verification _____ Membership Expiration Date _____
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Air Force Association

Field Award Nomination Form \_\_\_\_\_

Individual Award       Unit Award

AWARD NOMINATED FOR: \_\_\_\_\_

STATE: \_\_\_\_\_ REGION: FLORIDA

NOMINEE'S FULL NAME: \_\_\_\_\_

AFA MEMBER #: \_\_\_\_\_

NOMINEE'S NAME ON AWARD SHOULD APPEAR AS FOLLOWS:

\_\_\_\_\_

NOMINEE'S COMPLETE ADDRESS INCLUDING ZIP CODE:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PRIOR AFA CHAPTER, STATE AWARDS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PRIOR AFA NATIONAL AWARDS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NOMINATED BY: \_\_\_\_\_

STATE ENDORSEMENT: Jim Connors

REGION PRESIDENT ENDORSEMENT: Jim Connors

JUSTIFICATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ATTACHMENT 3: SUGGESTED CHAPTER AWARDS

- A. CHAPTER MEMBER OF THE YEAR
- B. CHAPTER TEACHER OF THE YEAR – to recognize outstanding performance by an educator within the chapter’s area, whose work furthers the education of youth in the math and sciences and increases their understanding of the importance of aerospace and aviation.
- C. Chapter SASI, ASI, PAS, and APAS of the Year – to recognize outstanding achievement and dedication of these aerospace instructors.
- D. SPECIAL CITATIONS - to recognize outstanding performance by a chapter member, business leader, or local business, in support of the AFA and/or chapter mission.
- E. SUSTAINED PERFORMANCE - to recognize superior long-term performance by a chapter member.
- F. COMMUNITY PARTNER OF THE YEAR – to recognize outstanding and long-term support by a community partner of the chapter.
- G. PRESIDENTIAL CITATION – presented by the chapter president to the most outstanding person in the chapter who has done the most during the past year.
- H. AFROTC CADET OF THE YEAR - for those chapters that have an AFROTC unit in their area.
- I. AFJROTC CADET OF THE YEAR - for the most outstanding AFROTC cadet at each area school.
- J. CAP CADET OF THE YEAR - can also be used for senior members of CAP.
- K. MILITARY PERSON OF THE YEAR - for those chapters near Air Force bases or installations. Can be used in various categories - Junior Officers, NCOS, etc.
- L. AIRMAN OF THE YEAR - for those chapters near Air Force bases or installations.
- M. NATIONAL AFA MEDALS TO AFROTC AND AFJROTC - chapters are encouraged towards working with the local PAS/ASI to ensure a member of the chapter presents medals awarded by AFA in an appropriate ceremony.

ATTACHMENT 4: FLORIDA TEACHER OF THE YEAR NOMINATION FORMAT

AIR FORCE ASSOCIATION (FLORIDA)

State Award Nomination Form

AWARD NOMINATED FOR: State Teacher of the Year

NOMINEE'S NAME:

NAME AS IT SHOULD BE ON AWARD:

NOMINEE'S ADDRESS, INCLUDING ZIP CODE:

NOMINATED BY:

CHAPTER (Name & Number):

CHAPTER PRESIDENT ENDORSEMENT:

DATE:

AREA VP ENDORSEMENT:

DATE:

PRIOR AFA NATIONAL AWARDS:

PRIOR AFA STATE AWARDS:

JUSTIFICATION: See attachments.

Attachments: (On all attachments – use MS Word, Times New Roman/12 pitch)

1. EDUCATIONAL HISTORY AND PROFESSIONAL DEVELOPMENT. This section must be in outline form. List colleges and universities attended including post-graduate studies. Indicate degrees earned and dates of attendance. List teaching employment history indicating time period, grade level, and subject area. Include professional association memberships; offices held; service on committees, commissions, and task forces; and other relevant activities. List leadership activities in staff development and the training of future teachers. List awards and other recognition of your teaching. **Please limit your response to two ( 2 ) page double-spaced.**
  
2. PROFESSIONAL BIOGRAPHY. What were the factors that influenced you to become a teacher? Describe what you consider your greatest contributions and accomplishments in STEM education. **Please limit your response to two ( 2 ) pages double-spaced.**
  
3. NATIONAL AEROSPACE TEACHER OF THE YEAR. As the 2010 AFA Florida Teacher of the Year, you would serve as a spokesperson and representative for the entire teaching profession. What would be your message? What would you communicate to your profession and to the public? **Please limit your response to one ( 1 ) page double-spaced.**
  
4. LETTERS OF SUPPORT. Include three recent letters of support. One letter must be from the AFA Chapter President and one letter must be from the superintendent or equivalent level administrator. The third may be from a colleague, student/former student, parent, or community leader. Incorporate the original letters as the last three pages of the portfolio. An effective letter of support contains evidence of personal knowledge of the teacher and an indication of the qualities, which would qualify the candidate to be the AFA's National Aerospace Teacher of the Year. **Please limit each letter to one ( 1 ) page single-spaced.**

